

# Unscheduled Manufacturing Downtime Explanation

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you about an unscheduled downtime that occurred in our manufacturing facility on [insert date]. This downtime was due to [briefly explain the reason, e.g., unexpected equipment failure, supply chain disruption, etc.].

We understand the impact that this downtime may have on our operations and our commitments to you. We want to assure you that we are actively working to resolve the situation and minimize any delays. Our team has already implemented [describe any immediate corrective actions, e.g., scheduled repairs, alternative sourcing, etc.] to ensure production can resume as quickly as possible.

Please feel free to reach out to us if you have any questions or need further information regarding this matter. We appreciate your understanding and support during this time.

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]